

MARION COUNTY

COMMISSION OF PUBLIC RECORDS

Minutes, February 21, 2003

Members Present: Dale Brewer (Recorder, proxy)
Ginny Francis (Assessor, proxy)
Dorris Anne Sadler (County Clerk)
Marty Womacks (Auditor)
Ted Sosin (Circuit Court Judge)

Others Present: Mark Mertz (Commission Counsel)
Robin M. Lybolt (Corporation Counsel)
Ava Earles (City-County Council)
Timothy Fickle (Clerk's Office)
Judy Flannery (Clerk's Office)

The meeting was called to order by Dale Brewer. He recognized and welcomed the new members to the Commission of Public Records. Judge Theodore Sosin replaced William Lawrence as board member from the Circuit Court and Doris Anne Sadler replaced Sarah M. Talyor as the Secretary.

Approval of Minutes: Doris Anne Sadler moved to accept the minutes of the October 11, 2002. The motion was seconded by Judge Sosin and unanimously approved.

City of Indianapolis, Office of Corporation Counsel: A request was made to destroy the following records: Statements of Economic Interest Forms (1986-1999). Doris Anne Sadler inquired whether the records in question included those of currently elected officials. Robin Lybolt recognized this fact. Judge Sosin suggested keeping the records for a six year span. The amended request would read disposal of the forms from 1986-1996. Judge Sosin moved to amend this request and this was seconded by Doris Anne Sadler. The motion passed unanimously.

City-County Council: A request was made to microfilm and then destroy the following original records: 1999 City-County Council Proposal Nos. 1-779, as well as 1999 City-County Council minutes, agendas, and action sheets. Ava Earles reaffirmed the fact that all of the records had already been microfilmed and that this was a standard request made yearly. Mrs. Sadler moved to accept this request, which was seconded by Mrs. Womacks. The motion was approved unanimously.

Marion County Assessor: A request was made to destroy the following records: original Non-Profit Exemptions, form 136 (these records have already been imaged); Payroll register/Records (1987-1995). Ginny Francis confirmed with Mrs. Womacks that the payroll registers are duplicates of existing records in the Auditor's Office. Mrs. Francis also verified that the records are on a four-year retention schedule. Judge Sosin moved to accept this request. Mrs. Sadler seconded it and the request was unanimously approved.

New Business:

Mr. Brewer, on behalf Chairman Martin, brought up discussion to vote on a new Chairman. After further deliberation Mrs. Womacks offered her services as Chairman. Mrs. Sadler moved to appoint Mrs. Womack as Chairman. The motion was seconded by Judge Sosin and passed unanimously.

The Commission received a letter from the State Commission of Public Record granting permission for the destruction of all records requested from the previous Marion County Commission of Public Records (October 11, 2002). However, the letter stated a concern regarding one of the items. The Index Cards from the Recorder's Office had been computerized, but the State Commission questioned whether a computerized version of the cards was an acceptable means for archival preservation. Joan Romeril provided a letter citing I.C. 36-2-17-17 stating that a computerized version is clearly authorized as an acceptable medium for archival preservation.

There being no further business, Dale Brewer adjourned the meeting.

Marty Womacks, Chairman

Doris Anne Sadler, Secretary